



# PANHANDLE HEALTH DISTRICT

*Healthy People in Healthy Communities*

8500 N. ATLAS ROAD  
HAYDEN, IDAHO 83835  
www.phd1.idaho.gov

## DISTRICT 1 BOARD OF HEALTH MEETING AND FEE HEARING

8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835

Thursday, July 29, 2010

### Minutes

#### Board Members Present:

Marlow Thompson, Chairman  
Chris Beck, Vice Chairman  
Allen Banks, Ph.D.  
Jon Cantamessa  
Walt Kirby  
Dale VanStone  
Richard McLandress, M.D.

#### Staff Present:

Jeanne Bock  
Mary DeTienne  
Jim Fenton  
Mashelle Kenney  
Dale Peck  
Lora Whalen  
Cynthia Taggart

#### Others Present:

Nancy Stricklin, Attorney  
Commissioner Cornel Rasor  
Commissioner Rick Currie  
Tim O'Connor, Med Student

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m.

#### Adjustments to the Agenda

Chairman Thompson asked for a motion to make an adjustment to the amended agenda to move the election of the At-large Board of Health Representative to the end of the agenda to maintain Board continuity through the meeting.

Chairman Thompson would also like Board approval to strike the portion of Executive Session that refers to a discussion regarding IC 67-2345(1)(b), to consider evaluation, dismissal or discipline of a staff member or individual agent.

**MOTION:** Walt Kirby moved to adjust the amended agenda to move the election of the At-large Board of Health Representative to the end of the agenda to maintain Board continuity and strike that portion of Executive Session that refers to a discussion regarding IC 67-2345(1)(b), to consider evaluation, dismissal or discipline of a staff member or individual agent. Motion seconded by Jon Cantamessa to amend the agenda as presented. All in favor; motion carried.

#### Fee Hearing

Public hearing notice was published twice each in the Coeur d'Alene Press, Bonner Daily Bee, Bonners Ferry Herald, Shoshone News Press and St. Maries Gazette.

Chairman Thompson made three requests for comment to the fee changes as presented. There being no comment, Mr. Peck reviewed the Environmental Fee Summary (attached) that was distributed in the Board packets, dated July 20, 2010.

Mr. Peck explained that the basis for the changes is a result of the legislative directive to provide consistency in Environmental Health programs throughout the state. The proposed fee change summary will bring Panhandle Health District into consistency with the other districts.

**MOTION:** Jon Cantamessa moved to approve the new Environmental Health Fee Change Summary as presented, effective August 2, 2010; seconded by Dale VanStone. All were in favor of adopting the Fee Change Summary. Motion carried.

The public hearing section of the meeting concluded at 1:20 p.m.

### **Public Comment Session**

Chairman Thompson called for public comment. There being no public comment, the meeting proceeded.

### **Divisional Reports**

**MOTION:** Chris Beck moved to accept the divisional reports into the record; seconded by Richard McLandress. All in favor; motion carried.

### **Review of Minutes—May 27, 2010, Board of Health Meeting— Marlow Thompson**

Chairman Thompson called for corrections or changes to the minutes of the May 27, 2010, Board of Health meeting.

**MOTION:** Allen Banks moved to approve the minutes of the May 27, 2010, Board of Health meeting; seconded by Walt Kirby. All in favor; motion carried. Minutes approved as submitted.

### **Election of Chair, Vice Chair and Trustee**

**MOTION:** Dale VanStone moved to retain Marlow Thompson to serve as Board Chairman and Chris Beck to serve as Board Vice Chairman and Trustee for another year; seconded by Richard McLandress.

**Discussion:** Dr. Banks acknowledged the fine job both Chairman Thompson and Mr. Beck have done for the Board of Health.

All in favor; motion carried.

### **Board By-Laws and Policy Review**

Draft revisions to the Board By-laws were distributed to Board members with Nancy Stricklin's proposed revisions. Listing Board member names and individual terms of office was changed to list the county appointment with the length of the term. A section was also added to the Policy and Procedure section of the by-laws regarding removal of a Board of Health member.

**MOTION:** Chris Beck moved to approve the Board By-Laws and attached Policy and Procedure as presented; seconded by Walt Kirby. All in favor; motion carried.

### **Fiscal Report – Jim Fenton**

#### **▪ Monthly Financial Report**

The June ending cash balance was \$1,707,523, which is approximately 1.96 months cash reserves. This balance is a decrease of \$946,165 from the previous fiscal year. As of today, the cash balance is \$2,110,000.

- **Year-to-Date Revenue:** The \$445,966 negative variance in Contract Revenue was partially due to the H1N1 contract. For the fiscal year, Licenses, Permits and Fees was under budget by \$199,298; Health Services was under budget by 5% for Home Health and over budget by 8% for Family and Community Health. Home Health Revenue was over budget by \$17,187 for the month of June.
- **Personnel Expenditures:** Salary and Wages was under budget by 4% and Employee Benefits was under budget by 10%. Personnel budgets were under spent by all divisions. For July, the personnel budget is projected to be about 1% under budget.
- **Operating and Capital Expenditures:** Operating expenses were under budget by \$150,859. Recent repairs to the Hayden HVAC system reduced the utilities expense. The Misc Payments to Agents category was mostly reimbursable contracts such as the ASPR and Project Life contracts, which were completely reimbursed.

- Mr. Fenton distributed a memo regarding the interest rate on the Hayden building. It was set at 3.8% for a period of five years when construction began and is due to reset on August 1, 2010. According to Sterling Savings Bank, the current reset rate is 1.67%, which would reduce the annual principle and interest payment from \$268,284 per month to \$217,909 per month. Mr. Fenton suggested that the

Board retain the monthly payment at the current amount, which would reduce the principal balance by another \$262,000 over the next five years.

**MOTION:** Allen Banks moved to retain the monthly payment on the Hayden building at the same amount for the foreseeable future to reduce the principle balance on the building; seconded by Richard McLandress. All in favor; motion carried.

▪ **Fee Increase**

Mr. Fenton explained that House Bill 492 increased the fee for certified copies of death certificates from \$12 to \$13. PHD adds an additional \$3 fee for certified copies. No action is required.

**Idaho Association of Boards of Health (IAB) Report/DEQ Action Plan**

▪ IAB voted on how votes should be handled at future annual IAB meetings. Some Board members wanted to eliminate proxies, but the vote was defeated. Proxies are still allowed.

▪ **DEQ Action Plan,**

Bill Brown, Chair of IAB, sent Senator Geddes an update on the DEQ action plan. Standardized forms are complete; standardized fee categories were approved; and the Standard Operating Procedure manual has completed the second draft and will be presented to DEQ on August 13, 2010.

▪ **Resolutions**

Ms. Bock distributed the two resolutions that were adopted at IAB: Family Planning Services and the Tobacco Tax Increase

▪ **Family Planning Resolution Follow-Up**

Bruce Krosch, the current Chair of the Idaho Association of District Directors, sent a letter to Richard Armstrong, Department of Health and Welfare, advising him of IAB's decision to adopt a resolution to expand family planning coverage to include reimbursement for birth control methods to women 24 months post-partum instead of the current 6 months.

**Director's Report – Jeanne Bock**

▪ **Recall of Tabled Motion on Mason/Stricklin Contract**

**MOTION:** Richard McLandress moved to recall the motion tabled at the May 27, 2010, Board of Health meeting to consider the contract for legal services with Jerry Mason and Nancy Stricklin; seconded by Dale VanStone. All in favor; motion carried.

▪ **Approval Mason/Stricklin Contract**

Ms. Bock recommends that PHD have a binding contract for legal services. It will be a requirement for future accreditation. Dr. Banks questioned item D regarding a time period. Ms. Stricklin explained that a time period is not stated in the contract so that the agency can terminate services at any time. The contract is on-going and will be reviewed every five years.

**MOTION:** Walt Kirby moved to approve the contract for legal services with Jerry Mason and Nancy Stricklin of Mason & Stricklin, LLP Lawyers as presented; seconded by Allen Banks.

Roll call vote:	Jon Cantamessa	Aye
	Allen Banks	Aye
	Marlow Thompson	Aye
	Chris Beck	Aye
	Richard McLandress	Aye
	Dale VanStone	Aye
	Walt Kirby	Aye

Motion carried.

▪ **Removal of Childcare Complaint Policy 1-15**

Ms. Bock explained that the childcare complaint process is no longer handled through PHD but now at the state level via the 2-1-1 service, and client complaints are covered in Policy 1-3. Therefore, Policy 1-15 is no longer necessary.

**MOTION:** Chris Beck moved to remove Policy 1-15 since childcare complaints are now managed at the state level; seconded by Dale VanStone. All in favor; motion carried.

▪ **All District Staff Meeting – September 24, 2010**

Ms. Bock announced that this year's all district staff meeting will be held on September 24 in Hayden. All employees will gather for annual required training and retention awards.

Ms. Bock asked the Board to consider closing the offices for the day to include all PHD staff in the training. Hayden would re-open at 3:30 for appointments.

The Board recognizes the importance of training to include all staff; however, consensus was that all offices should remain open with a skeleton staff.

- Chairman Thompson recognized Ms. Bock's 25-years of service to the Health District.

**Executive Session to Discuss Personnel Matters - Pursuant to IC 67-2345(1)(a) to consider hiring a public staff member**

**MOTION:** At 2:15 p.m., Richard McLandress moved that the Board go into Executive Session to discuss personnel matters pursuant to Idaho Code 67-2345(1)(a) to consider hiring a public staff member; seconded by Walt Kirby. A roll call vote was taken:

Roll call vote:	Jon Cantamessa	Aye
	Allen Banks	Aye
	Marlow Thompson	Aye
	Chris Beck	Aye
	Richard McLandress	Aye
	Dale VanStone	Aye
	Walt Kirby	Aye

Motion carried.

At 2:45, the Board returned to regular session.

**MOTION:** Chris Beck moved to offer the position of Public Health District Director for Panhandle Health District to Lora Whalen and have Ms. Whalen enter into contract negotiations with the Chairman; seconded by Walt Kirby. A roll call vote was taken:

Roll call vote:	Jon Cantamessa	Aye
	Allen Banks	Aye
	Marlow Thompson	Aye
	Chris Beck	Aye
	Richard McLandress	Aye
	Dale VanStone	Aye
	Walt Kirby	Aye

Motion carried.

Mr. Beck stated that there were a total of 26 applicants. The interview team, Mr. Cantamessa, Dr. McLandress and he conducted five interviews. The interview team brought their recommendation to the Board to offer Ms. Whalen the position as they are confident they selected the best applicant.

Ms. Bock will schedule a Board retreat at the request of Mr. Beck to transition the leadership and determine future goals for public health. More information to come.

**At-Large Bonner County Board of Health Representative**

Chairman Thompson explained that the reason for voting on removal of the at-large Board of Health member prior to the end of his term was so that Bonner County could declare a vacancy and have representation be served by a current Bonner County Commissioner. Removal ballots were sent to all 15 county commissioners with 10 being returned.

Removal ballots were opened by Mr. Beck and read by Chairman Thompson. There were nine votes to remove Dale VanStone as the At-Large Board of Health representative effective July 29, 2010, and one vote to retain Dale VanStone until the end of his term, which is June 30, 2012.

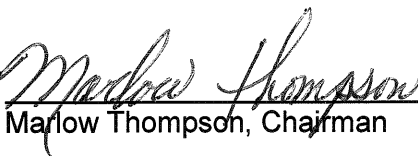
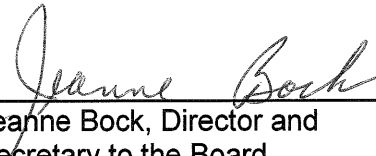
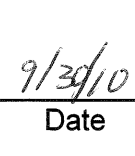
Removal of Mr. VanStone's position on the Board of Health received the majority vote, thereby declaring the at-large position vacant. Commissioner Rasor stated that Mr. VanStone's service has been very appreciated by the Bonner County Commissioners and they thank him for his service on the Board.

In anticipation of the at-large position vacancy, Bonner County nominated Commissioner Cornel Rasor to fulfill the end of the term of the vacant position. Election ballots were also sent to all 15 county commissioners.

Election ballots were opened by Mr. Beck and read by Chairman Thompson. There were 11 votes to elect Commissioner Cornel Rasor as the at-large Board of Health representative effective July 29, 2010.

On behalf of the Board of Health and Panhandle Health District, Ms. Bock thanked Dale VanStone for his dedication to serving on the Board of Health and presented him with a certificate of appreciation.

There being no further business, the meeting adjourned at 3:00 p.m. The next regular Board meeting is scheduled for Thursday, September 30.

		
Marlow Thompson, Chairman	Jeanne Bock, Director and Secretary to the Board	
Date		Date

Current Fee Categories		Current Fees	Proposed Fee Categories	Proposed Fees
<b>Sewage Disposal</b>			<b>Sewage Disposal</b>	
System Permit - New		\$280.00*	Individual System Permit - New	\$860.00 (\$280* + \$580**)
System Permit - [2 party]		\$320.00		
Community Permit		\$1.00***/gal design flow rate	Central/LSAS Permit - New	\$150 + \$2.50***/gal design flow rate
			Individual System Permit - Expansion	\$400.00
System Permit - Replacement/Repair		\$200.00	Individual System Permit - Repair	\$200.00
Community Permit - Replacement/Repair		\$400.00	Central/LSAS Permit - Repair	\$400.00
Tank Only - Vault Privy		\$250.00	Tank Only & Vault Privy	\$250.00
Tank Only- 1 or 2 party system		\$300.00		
Tank Only - Community		\$100.00		
Renewal Permit		\$100.00	Permit Renewal	\$100.00
Late Permit Renewal		\$200.00		
Site Survey - Single Family		\$580.00**		
Community/Industrial Application Review		\$150.00		
Site Survey - 2 Party		\$630.00		
Site Survey - Community		\$1.50***/gal design flow rate		
			Planning and Zoning Review - Office Review	\$25.00
Authorization to Connect		\$100.00	Planning and Zoning Review - Field Visit Required	\$150.00
Installers License - Basic		\$150.00 (three years)	Authorization to Connect	\$100.00
Installers License - Complex		\$300.00 (three years)	Installer License - Basic	\$150.00 (three years)
Pumpers License		\$50.00+ 20 ea.add'l truck	Installer License - Complex	\$300.00 (three years)
			Pumper License	\$50.00+ 20 ea.add'l truck
<b>Mortgage Survey Services</b>			<b>Mortgage Survey Services</b>	
Inspection		\$127.00	Inspection	\$127.00
Nitrate/Nitrite Sample Drawn		Cost of Test	Repeat Inspection ( after 2nd inspection)	\$50.00
			Drinking Water Lab Sample Testing	Cost of Test
<b>Land Development Services</b>			<b>Land Development Services</b>	
Plat Review Fee		\$200.00		
Subdivision Application - Septic & Well		\$180.00/lot	Subdivision Application - Served by Individual Septic	\$200 + \$180 / Lot
Subdivision Application - City Services		\$200.00	Subdivision Application - Central Services (No field work)	\$200.00
			Subdivision Application - Served by Large Soil Absorption System	\$200 + \$180 / Lot
Preliminary Soil Analysis		\$50/hole - \$500 min.		
<b>Consulting Rate</b>			<b>Consulting Rate</b>	
Hourly Rate		\$60.00	Hourly Rate	\$60.00
			Drinking Water Sample Collection	\$75.00
			Speculative Site Evaluation - (Fee can be applied towards a septic permit if applicaion made within one year )	\$50/hole - \$500 min.
<b>Critical Materials</b>			<b>Critical Materials</b>	
Biennial Inspection		\$225.00	Biennial Inspection	\$225.00
			Retail Store Biennial Inspection	\$100.00
				New